



PLANT ENGINEERING
QUALITY ASSURANCE PROCEDURE
BROOKHAVEN NATIONAL LABORATORY

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DIVISION Project Coordination

PREPARED BY ETM *ETM*

SUBJECT PROJECT COORDINATION PROGRESS REPORT

Q.A. REVIEW BY KK *KK*

APPROVED BY ETM *ETM*

1.0 Purpose

To establish procedures and a format for the preparation, issue, maintenance, and revision of the *Project Coordination Progress Report*.

2.0 Scope

This Quality Assurance Procedure applies to the preparation of the *Project Coordination Progress Report*. The *Project Coordination Progress Report* is used to track the current status of all in-progress Project Coordination projects, studies, reports and QA procedures.

3.0 Policy

The Manager, Project Coordination shall maintain a written progress report that concisely provides relevant information and current status of all in-progress Project Coordination design and construction projects, studies, reports and QA procedures. The report shall be updated and distributed as often as necessary, but not less than once per month.

4.0 References

- 4.1 Plant Engineering "Progress Report" for Line Items, GPP, IHEM etc. prepared by Assistant to Manager, Plant Engineering
- 4.2 D&C QA Proc. 007.1, "Active Projects, Design Priority Schedule"
- 4.3 PC-009.1, "Project Coordination Progress Report Format"

5.0 Definitions

Not used.

6.0 Procedure

- 6.1 The Manager, Project Coordination, or his designee, shall prepare and update the *Project Coordination Progress Report* using the format shown in PC-009.1.



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6.1.1 The report is currently run using Microsoft Excel program on the Macintosh computer.

6.1.2 File name is: Project Coordination Progress.

6.2 As a minimum the report shall provide the following information:

- **Project Name-** this column can also include A/E name and/or contractor name and pertinent contract numbers.
- **Job Number-** Plant Engineering job number.
- **Project Coordinator-** assigned coordinator's initials.
- **Project Cost-** project total estimated cost (TEC), including engineering, construction cost and contingency.
- **Authorization-** source of funding for project, and referenced CIP, F&C and CDA numbers.
- **Account-** BNL account number to which project costs are charged.
- **User-** department or division for which work is being done.
- **Design Responsibility-** organization performing design for the project: Architect/Engineer (A/E); Design & Construction (D&C); or Project Coordination (PC).
- **Design Completion-** planned and *actual* design completion dates.
- **Inspection Responsibility-** organization(s) performing construction inspection for the project: Architect/Engineer (A/E); Design & Construction (D&C); or Project Coordination (PC); or Operations & Maintenance (O&M).
- **Construction Completion-** planned and *actual* construction completion dates.
- **Status-** per cent complete of design (Titles I and II) or construction (Title III).
- **Remarks-** brief comments on current status, items requiring follow-up, problems, etc.

6.3 The Manager, Project Coordination shall obtain updated project information from the responsible Project Coordinators. This will normally be done at periodic Project Coordination project review meetings.



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6.4 Copies of updated reports shall be printed in legal (8-1/2"x14") format and distributed to the following persons:

- Manager, Plant Engineering
- Deputy Manager, Plant Engineering
- Assistant to Manager, Plant Engineering
- Manager, Design & Construction
- Construction Safety Engineer
- Construction Safety Specialist
- Manager, Project Coordination
- Project Coordinators
- Project Coordination Secretary

PC-009.1, 04/01/91

Distribution: MJB, JBM, TST, HB, DR, AS, Project Coordinators, MG

BROOKHAVEN NATIONAL LABORATORY
PLANT ENGINEERING DIVISION
PROJECT COORDINATION PROGRESS REPORT

Project	Job No.	Project Coord.	Project Cost	Authorization	Acct.	User	Design		Design Completion	Inspection		Construction		Status	Remarks
							A/E	D&C		A/E	D&C	P.C.	P.C.		